

TEMPORARY QUARTERS SUBSISTENCE EXPENSE (TQSE) ELECTION FORM **ACTUAL EXPENSE METHOD**



Effective 26 January 1998, employees have the option of choosing between two methods for obtaining and accounting for a TQSE. Employees must elect the option they prefer, **in writing, prior** to receiving an advance, **and no later than** the date of travel or first day spent in temporary quarters, whichever is earlier. Your signature below indicates your choice of TQSE methods. Please indicate your choice of **either** the 45-day CONUS Per Diem rate method **or** the 30-day locality Per Diem rate method. *Per Diem will be calculated using the rate in effect at the **time of travel**.

*****45-day CONUS Per Diem rate*****

This option is based on the **current** CONUS Per Diem rate, authorizes temporary lodging for up to 45-days with a **possible** extension of up to another 10-days when requested in advance for reasons acceptable to NSA. The daily rate is multiplied by the number of days in temporary quarters, within each category, to arrive at the maximum authorized amount. Submission of receipts **is** required.

Authorized Travelers	Days 1 – 30*	Days 32 – 45*
Employee / Unaccompanied Spouse	CONUS Rate = \$123.00	CONUS Rate x 0.75 = \$92.25
Accompanied Spouse	CONUS Rate x 0.75 = \$92.25	CONUS Rate x 0.50 = \$61.50
Dependents 12 and older	CONUS Rate x 0.75 = \$92.25	CONUS Rate x 0.50 = \$61.50
Dependents under 12	CONUS Rate x 0.50 = \$61.50	CONUS Rate x 0.40 = \$49.20

I acknowledge that I have been briefed on my eligibility for the TQSE allowance in connection with my move. Further, I understand that once I begin TQSE (1) it may be authorized for up to 45-days once I occupy temporary quarters in proximity to my old or new duty station, (2) it will run on a consecutive calendar day basis, and (3) it will terminate when I or my dependent(s) move into permanent quarters and / or acceptance of my Household Goods.

I have been advised that an extension of up to 10 additional days of TQSE **MAY** be possible provided the circumstances are consistent with the provisions of the Joint Travel Regulation (JTR) Vol II, Chapter 13004.b. Extension requests must be made in writing to the Chief, Global Human Resources and PCS Service Center and include sufficient supporting documentation showing the additional time required due to circumstances that have occurred during the initial 45-day period of temporary quarters occupancy that are beyond my control. Requests are considered on a case-by-case basis. I understand that entering into a housing contract / lease, etc. with a settlement date beyond the initial 45-day period is within my control and I would, therefore, not be entitled to a TQSE extension. If, due to unforeseen circumstances, my intended house / quarters are not ready within the 45-day period as previously agreed, I understand that I may be eligible for consider of an extension of TQSE.

I elect the (circle your election): 45-day CONUS itemized rate option (receipts required) / 30-day locality Per Diem rate option (receipts not required). **I UNDERSTAND THAT THIS ELECTION IS IRREVOCABLE.**

Signature: _____ Date _____

Relocation Program Manager Signature: _____ Date _____

* TQSE calculations will be based on the current Per Diem rate.